

**BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION**

October 16th, 2017

6:30 p.m.

Front pool: 1813 Willesdon Drive E.

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:32pm.* John Chapman-President; Roman Jones-Treasurer; Bill Franco- Secretary; Brenda Wallace-Director; Misty O'Connell-Property Manager
- 2. Approval of Minutes:** September 16th, 2017
 - Motion: Bill
 - Seconded: Roman
 - All in Favor
- 3. President's Comments:**
 - Suttonfest meeting scheduled for 10/17
 - Annual Meeting and Election coming up
- 4. Report and Approval of September Financials:** Read by Roman Jones
 - Motion: Bill
 - Seconded: Brenda
 - All in Favor
- 5. Manager's Report:** Misty O'Connell
 - Bradford Monument Sign:
 - Stucco work started.
 - Tiles to be installed the week of 10/16; weather permitting
 - Engraving happening on-site
 - Pools:
 - Repairs: AGENDA Item
 - Landscaping:
 - Viburnum and pine straw beds installed along Atlantic
 - Plants removed, and sod installed down SLB islands
 - Plants removed, and sod installed along perimeter of front pool deck
 - Mulch installation started 10/13; to be completed week of 10/16/17
 - New proposal in for Islands in front pool deck...see photos. \$768
 - New proposal in for final island on SLB, to remove plants and install sod. \$495

- Proposal requested for removing and installing new wood curbing at the drive for the cell tower.
- Trees:
 - John and Management met with Coastal Trees. Received bid for clean-up of Atlantic Blvd., west of entrance and trim trees at basketball court: \$12,500
 - Motion: Bill
 - Second: Roman
 - All in Favor
 - 3 homes, on the preserve, need to have trees cut that are leaning towards their homes. 2011 Knottingham, 1830 Willesdon Dr E, 1699 Aston Hall Dr E. \$2500
- Front Playground: Bill Franco assisting
 - Scheduled to begin November 2017.
 - From last meeting...ADA transfer station has a 60" radius on one side for a wheelchair transfer/turn around and a lower step. All posts will be secured, in the ground, with concrete.
 - Double gate was repaired with the installation of a rod; secured with a coded lock.
 - 4 custom signs made, for the gate. Received 10/13. Getting handyman to install.
- Electric to back field:
 - Partially completed. Must add locks to receptacles. Waiting on JEA to install meter.
- Electric to Islands:
 - Completed.
 - Asphalt repaired. Less than \$1000. Budgeted amount was \$2000.
 - When asphalt was repaired, the heat melted the pipe and wires. The area will have to be re-cut, new pipe/wire installed, asphalt re-repaired. There will be no cost to the Association. Because of this, there is no electric to the 3rd island and has caused shorts in other areas, including flag spot lights.

Violations for 09/25/17 Hearing:

- Willesdon Dr E:
 - 1802, 1808, 1819, 1831, 1836, 1843, 1849, 1861, 1866, 1878, 1895, 1896, 1901, 1932, 1937, 1949, 1960, 1966, 1967, 1979, 1986, 1991, 1992, 1997, 2015, 2031
- Lord Taylor:
 - 1998
- Hollington Dr:
 - 2051
- Knottingham Trace Lane:
 - 2171
- Ardencroft Dr:
 - 2077, 2078, 2084, 2095, 2096, 2102, 2119, 2120, 2125, 2126, 2131, 2140, 2141, 2147, 2152, 2173, 2195, 2196
- Ardencroft Dr S.:
 - 11218, 11225, 11226, 11250, 11251, 11258

- Dusenburg Court:
 - 11023, 11048, 11056
- Gullwing Court:
 - 11031, 11062
- Carlsburg Court:
 - 11333, 11334
- Approved ARC Requests:
 - 1867 Willesdon Dr E.- Fence
 - 11311 Willesdon Dr S.- Roof/Chimney
 - 1706 Aston Hall Dr E.- Roof
 - 11164 Stanley Steamer Lane- Shingles
 - 11144 Coldfield Dr- Roof
 - 2077 Willesdon Dr W.- Fence
- Financials as of September 30th, 2017:
 - Operating: \$214,474.63
 - Union Money Market: \$87,018.66
 - Everbank Money Market: \$243,190.38
 - Delinquency Balance: \$186,744.17 Down \$2,016.19 from August
 - Highest Balance: Sabourin \$8,424.71 (Chapter 11)

6. Committee Reports:

- Home with unapproved awning. Willesdon E.
 - ARC request not submitted until after the fact for yellow/white striped awning
 - Awning above front door; setback at entry
 - ARC wants removed or replaced with solid awning to match trim
 - Tabled

7. Old Business:

- A. Review/Approve Attorney edits of Rules and Regulations
 - Grammatical errors need to be corrected
 - Rental Info form approved
 - Acknowledgement of R&R form approved
 - Will be recorded downtown, mailed to homeowners (will be owners responsibility to give to tenants), and added to website
- B. Ratify adding electric to back field
 - Motion: Bill
 - Seconded: John
 - All in Favor

8. New Business:

A. New ARC members

- Carolyn and Robert Perdue
 - Motion: John
 - Second: Bill
 - All in favor

B. Possible pool repairs

- Table all but leak detection on back pool
 - Motion: Bill
 - Seconded: Brenda
 - All in Favor

C. Collection status of 11286 Illford Dr

- Homeowner present. Spoke on his behalf.

9. Open Forum: N/A

- Roman Jones:
 - Wants JSO officers, that live in the community, to not park over sidewalk
 - Wants JSO to patrol later at night and early morning
- Bill Franco:
 - Wants Christmas decorations installed professionally

10. Adjournment: 8:04pm